

## Leave of Absence Job Aid

The **Leave of Absence** eForm is used to indicate that an employee will be on Leave.

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*

1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Leave of Absence (LOA)** option from the “Action” drop down menu.

3. The **Leave of Absence** eForm is displayed. Use the **Justification** text box to explain or “justify” the reason for the new eForm action requested.
4. Use the **Employee Information** section to provide details for the request:
  - a) Enter or look up the employee’s ID in the **Empl ID** field.
  - b) The employee’s employment records will display. Select the appropriate Empl Record.  
**Note:** all Empl Records for the employee will display but you will only have the option to select records for the department(s) you have access to; this is dependent on your security access.
  - c) Once the Empl Record(s) has been selected, enter the **Expected Return** date.

Employee Information										
Empl ID		Hernandez, Sam								
Select	Empl RCD	Expected Return	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	
1 <input checked="" type="checkbox"/>	0	08/31/2018	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	
2 <input type="checkbox"/>	1		Secondary	SAN	Active	Active	01/01/2015	Position Change	Position FTE/Ben Elig/Reg/Term	
3 <input type="checkbox"/>	2		Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change	

5. Use the **Leave Information** section to provide details for the request:
  - a) Enter the expected start date for the employee’s leave in the **Begin Date** field.
  - b) Select the **Leave Reason**:
    - **Paid LOA**
    - **Unpaid LOA**
  - c) Dependent on the first “Leave Reason” selected, the available options for the second **Leave Reason** will vary. Choose the appropriate option from the drop-down menu.
    - **Paid LOA**
      1. Academic Developmental
    - **Unpaid LOA**
      1. Academic

- d) Provide the **LOA % Time**:
  - **100%**
  - **50-99%**
  - **Less than 50%**
- e) If applicable, select the checkbox **All Time and Leave Entered**.

6. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

7. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
8. After you’ve added attachments and comments, click the **Submit** button.
9. The eForm **Status** shows “Pending Approvals” and the current approval routing is displayed at the bottom of the page.